



Principal: Emma Smith

16th November 2018

Dear Parent/Carer

### **School Photograph Orders**

We have worked closely with Vancols Photographers to produce tutor group and individual photographs of all our founding students. We would like to give you the opportunity to purchase a photograph of your child in their first year here at Leigh Academy Blackheath.

Students have been sent home with proof cards and instructions on how to purchase the photographs. **The deadline to place orders is Monday 26th November 2018**. Please ensure that all orders including payments are placed in the envelope provided by Vancols Photographers. Payments included in the envelope must be the exact change if it is in cash or cheques made payable to 'VANCOLS LTD' or you can pay by credit or debit card by completing the form in the envelope attached.

**Please return your sealed envelopes containing your order and payment to the Academy main reception by Monday 26th November 2018**. Late orders attract an extra £3.50 fee.

If you require further information, please contact the Academy office on **020 8104 0888**.

Kind regards

Leigh Academy Blackheath

Where tradition meets innovation and potential is realised within a nurturing community

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Victoria House, Shooters Hill Road, London SE18 4LX  
Telephone: 020 8104 0888 or 07738 230 306



Leigh Academy Blackheath is part of Leigh Academies Trust